



Monthly Message

November 1998

- 1 Introduction**
- 2 Culture Survey Activities (GSFC and AETD)**
- 3 New Project Support Activities**
- 4 State of the Directorate Address and Holiday Party**

Introduction

WITH THIS ISSUE, I INAUGURATE THE "MONTHLY MESSAGE." I will use this as a forum for giving my personal perspectives on initiatives and activities of current importance. I plan to post it sometime during the first half of each month.

I hope that you find this message forum valuable. Please forward comments or suggestions for topics to Brian.Keegan@gsfc.nasa.gov or Krista.Paquin@gsfc.nasa.gov. We will post frequently asked questions to the AETD website (<http://aetd.gsfc.nasa.gov>).

I urge you to let us hear your thoughts. Thanks for your attention and for your effort since the organization has been formed.

Brian Keegan

Culture Survey Activities

GSFC Activities

WE WANT YOUR INPUT ON THE REDESIGN OF THE PROMOTION PROCESS. In response to the culture survey and other employee input, the promotion process at GSFC is currently being redesigned. The objectives are to create a broadly understood process, establish criteria that are consistently applied, and ensure that promotion decisions are made by people in the

direct management chain of those being considered for promotion. Focus groups sessions have been scheduled to allow employees to provide input to the current draft of the new process. I strongly encourage you to attend one of these sessions and make your opinions a consideration in the redesigned process. The remaining sessions are scheduled (for no longer than 2 hours) on the following dates:

11/13, Friday - 10 a.m. (B8 Aud)

11/16, Monday - 9:30 a.m. (B26/212)

11/17, Tuesday - 10a.m. (B 21/183A&B)

11/19, Thursday - 10 a.m. & 1 p.m. -
Wallops - Bldg. E104, Assateague Room

AETD Activities

WE NEED A DIRECTORATE ACTION PLAN TO RESPOND TO THE CULTURE SURVEY RECOMMENDATIONS. Over the past few months, a group of volunteers from AETD have been evaluating results of the culture survey taken at Goddard last year with particular emphasis on implications for our Directorate. The group did a great job of synthesizing the results into about 35 recommendations that could be collected into six basic areas:

1. Communications
2. Workforce Development
3. Outreach
4. Travel and Training
5. Customer Service
6. ISO 9000

An action plan is currently being formulated that responds to all of the recommendations. First on the completion list is a set of AETD communications guidelines that are intended to set the stage for what is expected for all levels of AETD management with respect to keeping members of AETD informed of what is going on and with respect to listening to what is on people's minds. One element of these guidelines that will be implemented immediately is to send the notes from the weekly Management Council meeting to all AETD civil servants. Another action that has already been initiated is creation of the AETD Diversity Focus Group. The group is in the process of refining a mission and set of near term activities. This group along with the AETD Cultural Survey Assessment Group are in the process of reviewing and providing us with input on the communication guidelines referenced earlier.

New Project Support Activities

TRIANA HAS BEEN APPROVED AND LET'S MOVE QUICKLY TO STEP UP TO THIS CHALLENGE. Triana, principally an Earth science project under the guidance of a PI from Scripps Institute, also includes instrument elements provided by the GSFC Earth and Space Science community. Mission architecture includes the SMEX-Lite spacecraft augmented appropriately by deployment (from Shuttle), propulsion, and navigation elements needed to reach, and operate from, the L1 point. This is an extremely high-profile mission with an October 2000 launch date. We must quickly establish momentum and carry it through the short duration development, integration, test, and launch effort. Triana represents the type of mission likely to serve as the model for future in-house development work: a spacecraft bus that infuses significant technology and architecture advancements; utilizing instruments provided by both the in-house and external science community; and that mandates a development cycle best led by the civil service community because of the risk associated with the short duration effort. I look forward to meeting the challenge presented by successful implementation of the Triana program.

State of the Directorate Address and Holiday Party

LET'S JOIN TOGETHER TO CELEBRATE OUR ACCOMPLISHMENTS AND PREPARE FOR OUR FUTURE CHALLENGES.

On December 16 at Greenbelt and on December 18 at Wallops, members of the AETD staff and I will present the first annual "State of the Directorate." We will review accomplishments of our first year and lay out our goals and key challenges for the forthcoming year. Two Greenbelt sessions will be held on Wednesday, December 16, 9-11 a.m., and 2-4 p.m., in the Building 8 Auditorium. The afternoon session will be followed by the First Annual AETD Holiday Party at the Rec Center beginning at 4:30 p.m. We are looking for ideas and volunteers to help us plan the party so that our first Annual AETD Holiday Party is a great success. Send your ideas or volunteer to Nancy.B.Patton.1@gsfc.nasa.gov. The Wallops session will be held on Friday, December 18, 9:30-11 a.m., in Building E104. The Wallops session is the same day as the Wallops Holiday Party. Details for these events to follow.